

BRANCH LIBRARIAN – GAYLORD LIBRARY

Position Purpose:

The purpose of this position is to perform highly professional public library work. Responsible for operation of a branch library and for overseeing daily building security and maintenance. Selects materials for library collections and provides public assistance and instruction in the use of library resources. Supervises branch staff, workers, and volunteers.

Supervision Received:

Works under the broad guidance and direction of the Library Director, who reviews effectiveness of branch library operations. Performs duties independently using professional knowledge and judgment. Exercises discretion in making decisions and taking action in order to handle building emergencies, maintain building security, and implement library policy.

Supervision Exercised:

Responsible for training and scheduling part-time employees, student workers, and volunteers. Establishes goals and procedures, assigns and schedules areas of responsibility and specific tasks, reviews and evaluates completed work.

Work Environment:

Work is performed under typical office and library conditions; the noise level is moderate at times. Library operating hours may require evening and weekend work.

Operates computer, printers, facsimile machine, copier, calculator, microfiche reader, televisions and monitors, hand-held electronic devices, and other standard office and library equipment.

Employee has frequent contact with the public and library staff. Other contacts are with state and regional library associations, other town staff, vendors, schools, and community organizations. Contacts are in person, by phone and email, and involve an information exchange dialogue. Work is performed in a public service area that is busy, occasionally noisy, and with frequent interruptions.

Represents the library and Town of South Hadley to the community.

Maintains confidentiality of library patron records and borrowing history, following regulations set by state law and local policy.

Work schedule may include assignments at the South Hadley Public Library as needed.

Errors could result in monetary loss, reduced levels of service, confusion and delay in the provision of services, damage to materials and equipment, and poor public relations.

The employee may be exposed to common germs, scents, paper and book dust, and occasionally to mold.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Reviews and selects print, non-print and digital materials for branch's circulating and reference collections. Area of responsibility includes all branch library collections. Assures that collection purchases are within budget. Examines books, periodicals, and audiovisual collections and withdraws outdated, unused, and damaged materials. Creates and analyzes statistical reports on collection usage. Evaluates gift materials for acquisition.

Performs circulation responsibilities; registers patrons for library cards, checks in and out library materials, processes reserves and other requests, processes interlibrary loan requests, routes items in from and out to network libraries.

Oversees branch technology needs and functionality working with the Library Director and designated technology vendors. Maintains and troubleshoots a variety of electronic equipment; assists patrons with technology needs. Works with the Director on technology related planning.

Supervises cataloging and processing of library materials. Recommends subject classifications and reviews cataloging information for the collection. Performs cataloging and data entry of new materials, as necessary. Maintains and updates local records in the C/W MARS library computer system and public access catalog.

Maintains good public relations with the community and promotes the use of the branch library by residents through community outreach, effective communication with community groups, organizations, and individuals.

Keeps accurate statistics on branch library activities and collections use. Prepares monthly and annual reports as needed, and maintains necessary operating records.

Trains and supervises branch library staff, student workers, and custodian. Trains and supervises volunteers.

Provides professional library services to the public, including reference services and circulation functions. Reviews patron's accounts for unpaid bills and overdue fines, takes appropriate actions. Adjusts errors and handles public complaints.

Provides readers advisory assistance and determines the best physical arrangement of materials. Responsible for community outreach and programming, including summer reading programs. Coordinates public programming with designated South Hadley Public Library staff.

Prepares grant application materials; implements and administers grant projects.

Serves as a liaison to the Gaylord Memorial Library Trustees and Friends. Communicates needs,

concerns, and requests to the Library Director.

Maintains building security by enforcing library use rules and regulations and by clearing the building in fire and emergency evacuations. Coordinates building maintenance and landscaping projects with Library Director.

Conducts library tours, orients library users, promotes and explains library services. Communicates official plans, policies and procedures to staff and to the general public.

Keeps informed on developments in library science and trends in new technology; attends professional workshops and conferences.

Schedule will include work nights and weekends.

Recommended Minimum Qualifications:

Education and Experience:

Master's Degree in Library Science and experience working in a public library for at least three (3) years in the capacity of a supervisor or work leader while being exposed to all major components of library work; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Thorough knowledge of library classification and collection development tools and techniques; Ability to monitor and evaluate collection usage, and generate and analyze a variety of reports; Demonstrated ability with current technology, library computer applications, and equipment; ability to adapt to emerging technologies and acquire necessary skills; Possess excellent managerial and planning skills; Excellent communication skills, verbal and written; Ability to work well as a part of a team and maintain effective work relationships with co-workers, the general public, and partner agencies; Enthusiastic, creative, and service-oriented.

Special Requirements

None.

Physical Requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is frequently required to use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.